

Letter Content Rubric

Content in letter	Yes	No
Type of penguin		
Food it eats		
Where it lives		
Interesting fact 1		
Interesting fact 2		
Additional		

6 Yes = 4

4-5 Yes = 3

3 Yes = 2

0-2 = 1

Project Score for Content _____

Letter Writing Format

Letter Mechanics	4	3	2	1
Date	Date is written correctly	Most of the date is written correctly	Some of the date is written correctly	None of the date is written correctly
Greeting	Greeting is complete	Most of the greeting is complete	Some of the greeting is complete	Greeting is missing or not correct
Body	The body of the letter is correct	Most of the body is correct including indenting	Some of the body is correct but missing indenting	None of the body is correct
Closing	Closing is correct	The closing is mostly	Some of the closing is	None of the closing is

		correct	correct	correct
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Project Score for Letter Format _____

Name _____

Date _____

Project Title _____

Editing Rubric

Rubric	4	3	2	1
Capitalizing Sentences	All my sentences begin with capital letters	Most of my sentences begin with capital letters.	Some of my sentences begin with capital letters.	Very few of my sentences begin with capital letters.
Sentence Sense	All of my sentences are complete and make sense.	Most of my sentences are complete and make sense.	Some of my sentences are complete and make sense.	Very few of my sentences are complete and make sense.
Punctuation	All of my sentences have correct punctuation.	Most of my sentences have correct punctuation.	Some of my sentences have correct punctuation.	None of my sentences have correct punctuation.
Proper Nouns	All of my proper nouns are capitalized.	Most of my proper nouns are capitalized.	Some of my proper nouns are capitalized.	None of my proper nouns are capitalized.
Mixing Letters	All of my letters are written correctly.	Most of my letters are not mixed.	Some of my letters are mixed.	My letters are consistently mixed.

Project score for editing _____